

# Tableau Desktop

## Level 1

This 2-day course is for new users of Tableau, a product which allows you to connect to a wide range of data sources, and quickly create visualizations of connected data to gain insights, show trends, and create reports. Tableau's data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, allowing you to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action.

You will learn how to identify and configure basic functions of Tableau; connect to data sources, import data into Tableau, and save Tableau files; create views and customize data in visualizations; manage, sort, and group data; save and share data sources and workbooks; filter data in views; customize visualizations with annotations, highlights, and advanced features; and create maps, dashboards, and stories.

Course Prerequisite: To ensure success in this class you should first attend Microsoft Excel Level 3 or have equivalent experience managing data in Excel.



Turn data into actionable insight with **Tableau!**



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## Course Topics

### Tableau Fundamentals

- Overview of Tableau
- Navigate the Tableau Interface and Configure
- Settings

### Connecting to and Preparing Data

- Connect to Data
- Prepare Data for Analysis
- Save Workbook Files

### Exploring Data

- Create a View
- Customize Data in Visualizations

### Managing, Sorting, and Grouping Data

- Adjust Fields
- Sort Data
- Group Data

### Saving and Sharing Data

- Save and Publish Data Sources
- Share Workbooks for Collaboration

### Filtering Data

- Configure Worksheet Filters
- Apply Advanced Filter Options
- Create Interactive Filters

### Customizing Visualizations

- Format and Annotate Views
- Highlight Data
- Create Advanced Visualizations

### Creating Maps, Dashboards, and Stories

- Create Maps
- Create Dashboards
- Create Stories